

## BUS SERVICE WORKER

### NATURE OF WORK

This semi-skilled work of a mechanical nature at the sub-journey level.

Work involves responsibility for performing unskilled and semi-skilled tasks in the maintenance and minor repair of buses and other automotive equipment. An employee of this class may assist a skilled bus mechanic on complex repair jobs; the employee is, however, expected to perform routine daily tasks independently. In addition, an employee may be required to perform some custodial tasks. Supervision is received from the Garage Supervisor or other superior and work is checked through inspections and the performance of equipment serviced.

### EXAMPLES OF WORK PERFORMED

Checks the following fluids for proper level and possible problems: engine oil, transmission fluid, power steering fluid, antifreeze, windshield washer solvent, etc.

Fuels, services and parks buses; checks and replaces lights.

Changes, regrooves, and repairs tires and performs related services; maintains tire inventory and performance records.

Steam cleans engines, parts and equipment as needed.

Picks up parts and supplies; makes road service calls.

Installs new seat covers or makes minor repairs to bus seats.

Operates buses and other small vehicles; delivers and returns buses to drivers or repair shop.

Maintains records and reports on work performed.

Performs some cleaning and custodial tasks.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Some knowledge of the less complex mechanical parts of automotive equipment.

Some knowledge of the standard tools, materials and practices used in the automotive repair and servicing trade.

Some knowledge of the hazards and safety precautions of trade.

Ability to drive and park buses, vans and cars.

Ability to lift up to eighty pounds.

Ability to understand and effectively carry out routine oral and written instructions.

Ability to keep routine records.

Skill in the use and care of required tools and equipment.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and experience in the servicing of diesel and gasoline automotive equipment.

#### MINIMUM QUALIFICATIONS

Graduation from junior high school and some experience in the servicing of diesel and automotive equipment; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties. Valid Commercial Driver's License (CDL) required within 30 days of appointment.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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